

## 2009–2010 School Header



EXPLORE Scoring Service, 2727 Scott Blvd., P.O. Box 4059, Iowa City, IA 52243-4059

A									
SCHOOL NAME AND ADDRESS									
School Name									
City				State			ZIP Code		
Test Supervisor's Name (Please Print)									
e-mail Address									
Daytime Telephone Number									

**INSTRUCTIONS:** Use a soft lead No. 2 pencil only. Enter the information requested and fill in the appropriate circles below each box. Erase any errors completely. Place this completed form on the top of your answer folders and return in your first return envelope. Follow directions below or refer to the EXPLORE® *Test Supervisor's Manual* for detailed instructions.

**BLOCK A:** Enter the information requested.

**BLOCK B:** Enter the 8-digit EXPLORE site code for the school students attend. If EXPLORE test materials were ordered in the name of your district or another school, contact your test supervisor or ACT (800/553-6244, extension 1892) to verify your EXPLORE site code.

**BLOCK C:** Mark only one GRADE TESTED for the answer folders accompanying this header. If more than one grade was tested, complete a School Header for each grade and place it on top of the appropriate answer folders.

**BLOCK D:** Enter the month and year that best reflect your administration period.

**BLOCK E:** Record the total number of answer folders accompanying this header. If the number is less than 1000, precede it with zeroes to make 4 digits (e.g., 0059).

**BLOCK F:** If Class/Group Headers were used, indicate the number of Class/Group Headers included with your answer folders.

**BLOCK G:** Mark your choice for sorting of student reports.

**BLOCK H:** Mark whether you want student rosters prepared for each Class/Group Header **OR** for all records under this header.

**BLOCK I:** Mark the information requested.

**BLOCK J:** Reserved for future use.

**BLOCK K:** Record your 3-digit Contract/Cycle Code. See your packing list for the appropriate code.

**Using Your EXPLORE Results** is available in Spanish for parents whose primary language is Spanish. Copies of the Spanish translation may be downloaded at [www.act.org/explore](http://www.act.org/explore) under **Materials for Educators**.

B										C										D										E																			
EXPLORE SITE CODE See instructions.										GRADE TESTED Mark only one.										TEST DATE										TOTAL NUMBER OF ANSWER FOLDERS TO BE SCORED																			
																				Month										Year (4-digits)																			
										<input type="radio"/> 3rd <input type="radio"/> 4th <input type="radio"/> 5th <input type="radio"/> 6th <input type="radio"/> 7th <input type="radio"/> 8th <input type="radio"/> 9th										<input type="radio"/> Jan. <input type="radio"/> Feb. <input type="radio"/> March <input type="radio"/> April <input type="radio"/> May <input type="radio"/> June <input type="radio"/> July <input type="radio"/> Aug. <input type="radio"/> Sept. <input type="radio"/> Oct. <input type="radio"/> Nov. <input type="radio"/> Dec.										2 0 20										0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9									

F										G										H										I										J										K									
NUMBER OF CLASS/GROUP HEADERS USED										STUDENT REPORTS Mark only one.										ROSTER Mark only one.										WERE LOCAL ITEMS USED?										CONTRACT/ CYCLE CODE																			
										<input type="radio"/> 2 Sets by School <input type="radio"/> 2 Sets by Class/ Group <input type="radio"/> 1 Set by Class/ Group and 1 Set by School										<input type="radio"/> School <input type="radio"/> Class/ Group										<input type="radio"/> Yes <input type="radio"/> No										RESERVED FOR FUTURE USE.										0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9									